

COURSE CONTENT

CDBG FOR NEWCOMERS

Basic information on the CDBG program. History and reference materials; CDBG and the Consolidated Plan; selecting eligible activities; national objectives; record keeping and documentation requirements; program management issues including timeliness and maximizing funds.

CDBG ADVANCED

Interactive session using case studies to explore national objective, eligibility, documentation and program management issues for different types of CDBG activities.

ENVIRONMENTAL

The eight step decision making process for floodplain management under 24 CFR Part 55.

FHEO

A how-to session on developing an analysis of impediments to fair housing choice, including updating existing AIs.

SUBRECIPIENT MANAGEMENT

Subrecipient Management for formula programs. Lecture and panel discussion will include pre- and post-award issues and monitoring from both the grantee and subrecipient perspective.

CONSOLIDATED PLAN

An overview of the requirements to include: Con plan components, special emphasis on the Citizen Participation Plan relating to substantial amendments and comment period; FY05 Con Plan Guidance submission requirements with emphasis on the 4 new options in preparing a Con Plan/Action Plan for submission.

LABOR RELATIONS

Session on applying Davis-Bacon and Related Acts to CPD Programs. Educate and monitor contractor for performance and compliance; investigate violations and complaints in regards to Davis-Bacon and the Related Acts; pursue debarment and other sanctions against repeat violators; reports required by the Office of Labor Relations; and conducting employee interviews.

AFFORDABLE HOUSING – ROUNDTABLE DISCUSSIONS

An informal opportunity to discuss and ask questions about affordable housing issues.

CAPER

An overview of the CAPER to include: planning for your CAPER throughout the year, citizen participation, narratives and IDIS requirements.

PROCUREMENT

Procurement basics under Part 84 and 85; recruiting MBE/WBE.

FINANCIAL MANAGEMENT – FINANCIAL SUMMARY

An introduction to the IDIS financial summary: components of the financial summary and explanation of the components of the financial summary attachment.

FINANCIAL MANAGEMENT - CDBG & HOME PROGRAM INCOME

Overview of program income including programmatic and financial reporting requirements; activities that generate program income; accounting for program income in accounting records and IDIS; and requirements for expending program income.

FINANCIAL MANAGEMENT – ROUNDTABLE DISCUSSIONS

An informal opportunity to discuss financial management issues with HUD financial analysts and peers.

IDIS – USER GROUP – CDBG & ESG

Interactive session discussing current CDBG and ESG IDIS issues including: system changes, new edits, and reporting.

IDIS – USER GROUP – HOME

Interactive session discussing current HOME IDIS issues including: activity set up and completion, edits and reports.

ESG

Discussion of ESG eligible activities, program requirements, IDIS and performance reporting; and brief discussion on Homeless Management Information System (HMIS) participation.

HOME - RENTAL PROJECTS & TBRA

Hands-on session that covers the basic HOME requirements of Rental Projects. Layering and underwriting of rental projects. There will be a short session on TBRA that goes over the basics of running a TBRA program. Also included in this session will be an opportunity to see how to use the HOME Income calculator on the HUD website.

HOME – HOMEBUYER ASSISTANCE

Basic rules of using HOME for homebuyer assistance, including a hands-on demonstration of the HUD Income calculator for determining income eligibility under the HOME Program.

ACHIEVING HOME & CDBG COMPLIANCE

Common findings related to CDBG and HOME affordable housing programs.

HOME - Oversight, Monitoring & Construction Management

How to manage and monitor rehabilitation and new construction projects.

CONFLICT OF INTEREST

Interactive session discussing the major points of the CDBG conflict of interest regulations; distinguishing between procurement and non-procurement conflicts; and conflict of interests requirements for other CPD programs.

STATE HOUSING RESOURCES

A discussion of State of Texas housing resources and ways for communities to access them. Included will be information on State HOME funding, Housing Tax Credits, State Bond Financing, and much more.

Colonias

A sharing of information and education of community development practitioners on the plight of families living in colonias along the Texas-Mexico border and funding resources that can be leveraged with other Federal/State/Local funds to assist in the fight against poverty along the border.